

ATTENTION ALL NDE PORTAL USERS:

Please log onto your portal accounts and go to the “My Profile” tab and check to make sure your contact information (**especially the email address**) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users’ Portal account to send vital information. Thank you!!



Training Modules for District Homeless Liaison now available

Contact: Cathy Mohnike (cathy.mohnike@nebraska.gov or 402-471-1419)

The district homeless liaison training can be found at the NDE Moodle site on the Digital Learning Center at <https://moodle.education.ne.gov>. Completion of the three-module training meets the ESSA requirement for the district liaison.

To get started, create a free Moodle account using a valid email address. **Since district firewalls can cause issues it is preferable to use a personal email.**

Find the course by scrolling down the Course categories and clicking on Federal Programs. Then click on McKinney-Vento Liaison Training.



Registration Now Open! – “Champions for Equity in Education: Better Data. Better Decisions”

2019 NDE Data Conference – April 29-30, 2019 – Younes Conference Center – Kearney, Nebraska

Contact: Debe Dockhorn (402-471-2748 or debe.dockhorn@nebraska.gov) Jeannie Chastain (402-471-2288 or jeannie.chastain@nebraska.gov)

The NDE Data Conference will be held April 29-30, 2019 at the Younes Conference Center – Kearney, Nebraska. This conference will provide opportunities to learn about how to improve data quality in the first-year of ADVISER statewide implementation, as well as hear from experts about the latest policies and techniques in education data. The conference is open to all Nebraska Public School Districts’ educators but the main audience are the people that input information into the Student Information System or those in charge of the Student Information System as well as the Administrators that “approve” the data. This conference will help to get the teams on the same page and know who to contact at NDE if there are questions, issues or concerns.

To register, or for more information, visit the conference website at <https://www.education.ne.gov/dataservices/events/>.



Nonpublic Curriculum Reporting System 2018-2019 – OPENED: January 15 –

DUE: February 28

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)

This is required for Nonpublic Systems only.

The Nonpublic Curriculum Reporting System 2018-2019 will collect data on courses teachers teach for use in determining compliance with Rule 10 and Rule 14. The Nonpublic Curriculum Reporting System is located under the "Data Collections" tab in the NDE Portal. An activation code is required. **Due Date: February 28. Audit Window close date: March 15.**



Data Collection Tool for Districts: Perceptual Surveys

Contact: NDE.Research@nebraska.gov

Perceptual data is one of the four essential data types for informing continuous school improvement efforts. As part of the Data Cadre's initiative to equip staff with data analysis training, the Nebraska Department of Education, in collaboration with the ESU Coordinating Council, is providing a free service every school year to all Nebraska public school districts. This service empowers districts with a data collection tool for collecting the perceptions of school staff, students, and parents on multiple dimensions of school climate. This service includes the generation of survey links for every school building, and the development of reports on the survey data collected. To begin, this service will need to be requested via an [online form](#). Note that this request may only be done once per school year for each district. Upon request, survey links will automatically be sent to the designated district contact for distribution to key stakeholders. The survey results are then accessible via the NEP Secure on the [NDE Portal](#). Any inquiries on this service may be directed to the contact information listed above.



Future Ready District Technology Profile

DUE DATE: February 4

Contact: nde.digitallearning@nebraska.gov or 402-471-4366 or Dorann Avey (dorann.avey@nebraska.gov)

A reminder for all public school districts that the deadline to complete the Future Ready District Technology Profile is **February 4**. All districts need to have their profile entered by midnight on February 4. More information and a printed copy of the profile for reference can be found on the NDE website at <https://www.education.ne.gov/educational-technology/technology-plan/>. The instructions and FAQ's document can be found at both the website and in the NDE Portal under the **Data Collections** tab along with the Future Ready District Technology Profile. The data provided in the profile will be available for each school on the Nebraska Education Profile (NEP) website this upcoming spring of 2019.

Non-Public schools who are wishing to fill out the profile can contact Dorann Avey via email at dorann.avey@nebraska.gov to receive access to a profile. Non-publics are not required to fill out the Future Ready District Technology Profile and data for non-publics will not be included on the NEP website. There is no deadline for non-publics to complete the profile.



New Validation Error #727 – Added to the ADVISER Validation

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)

Error #727: Retired Student ID in Use – A Student record with a retired Student ID is currently being used by an enrollment or demographics record within your district. Please update the Student record to the correct ID through your SIS or contact the NDE Helpdesk with any questions



New Verification Report – Expected Graduation Year

Contact: NDE Helpdesk (888-285-0556 or adviserhelp@nebraskacloud.org.)

Report available for Public, State Operated and ESU's

A new report is now available in ADVISER Validation. Expected Graduation Year is located in Student Verification Reports within the Graduation Cohort category. This report allows users to look up the Gradation Cohort of any student within the state.

The Expected Graduation Year report displays the Graduation Cohort Year assigned to a student by a Nebraska district/system and the date it was determined. The Determined On date reflects the NDE Student ID's earliest entry enrollment record. The Expected Graduation Year becomes the Graduation Cohort Year. Only students in grades 9, 10, 11 and 12 are placed in a Graduation Cohort Year.



Guidance for Reporting Rule 18 Students – Attendance/Grades

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)

Rule 18 – Attendance - Students at Rule 18 Programs can be assigned to the calendar for the school they would be attending if they were at your district. They would be considered in attendance all days. It is very important that you keep in contact with the Rule 18 Program to know when they have completed the program and should be returning to your district. When they finish the Rule 18 program, if they do not return, they would then become reported as absent until you can establish their enrollment status (i.e. dropout, transfer out, etc.)

Rule 18 – Grades - The Rule 18 must provide the district of residence with the course information the students are taking and the grade received. They also need to provide you with the Staff ID# of the staff teaching these courses. If they use online courses, these will need to be reported with the appropriate staff that monitor the courses and the course may be flagged in Section Delivery as 2 (Asynchronous Distance Learning). You will then need to report all the courses the students are taking using an NDE course code in your SIS and reported through ADVISER. Again, close contact with these Rule 18 Programs is so important. If they do not send you the correct information, someone from your district will need to contact them and ask them to provide the information to you so you can report correctly to NDE.



Student Clearinghouse Data Files Updated

Contact for more information: Max Reiner (402-471-6751 or max.reiner@nebraska.gov)

Contact for assistance: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraska.gov)

National Student Clearinghouse college-going data has been updated with Fall enrollment data and is located in the NSSRS Validation website. The data download files include the most up-to-date college enrollment data currently available for all graduates, including the 2017-2018 graduates. With authorization from the Superintendent, these files can be accessed by logging into the NDE Portal and opening NSSRS Validation, then clicking on Data Downloads in the top menu, then Student Clearinghouse.



Don't Forget to Resolve Staff Errors

Contact: NDE Helpdesk (888-285-0556 or adviserhelp@nebraskacloud.org.)

Data to be reviewed by Public, Nonpublic, State Operated and ESU's

Staff Errors are located under the Student & Staff (NSSRS) tab in the portal under NSSRS Validation, Review Errors, Staff. These staff errors have not yet been included in ADVISER Validation so you may have forgotten about them.

Some of the errors require immediate attention, and you may have already been contacted, but others need to be resolved by 6/30/2019. We suggest you resolve staff errors as soon as possible because NDE gets data requests every day and if these errors are not resolved, your data will be reported or used inaccurately. You may also receive contact from NDE staff about specific errors to resolve. Thank you for your prompt attention to this issue.



ADVISER Attendance Verification Reports now available

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)

ADVISER Attendance verification reports are now available in the ADVISER Validation. NDE Portal> ADVISER Validation> Verification Reports> Student> Membership and Attendance. Excessive Absenteeism, Student Attendance Summary, and ADA/ADM reports are now available in ADVISER Validation in the Membership and Attendance section of the Verification Reports.



New Validation Error #726 – Added to the ADVISER Validation

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)

Error #726: Multiple Special Education Records Reported for a Student - A student has more than one special education record reported within your district. Please report only a single SPED program record for the student, using the date the student was first identified with a verified disability as the program begin date. Please correct this data using your SPED data system or contact the NDE Helpdesk for help resolving this error.



Counselor and Library/Media Specialists Not Endorsed for 2018-2019

OPEN: December 6

Contact: Dr. Brad Conner, Accreditation at 402-471-4355 for questions regarding Counselor and Library/Media endorsements.

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org) with questions regarding how to update the Counselor and Library/Media Specialists Not Endorsed collection.

The “Counselor and Library/Media Specialists Not Endorsed” collection is designed to identify any guidance counselors or library/media specialists who are not currently endorsed in these areas but are serving in that capacity while enrolled in a program to complete their endorsements.

The site allows districts to annually update the progress being made by the identified individuals toward their completion of either the counselor or library/media specialist endorsement.

NOTE: The option for allowing individuals not properly endorsed to serve in either capacity is described in Rule 10, Section 007.04B Media/Technology Staff and Section 007.05D Guidance Staff.

Counselor and Library/Media Not Endorsed will be found under the **Data Collection** tab in the NDE Portal beginning on December 6. An activation code for “Counselor and Library/Media Not Endorsed” is needed to be

able to access the Counselor and Library/Media Not Endorsed system, Activation codes are available from the District administrator.

Districts that will be required to complete the Counselor and Library/Media Specialists Not Endorsed collection for 2018-2019 will be notified by NDE via email.



HOW TO CONTACT THE NDE HELPDESK

NDE Helpdesk has transferred to a new Helpdesk Ticket System called Jitbit. Please note, there are a few changes in how to reach us. Also, please keep in mind that as we moved to ADVISER, the Helpdesk team is expanding to include additional staff who assist with more technical issues, so please provide as much information relating to your question as possible.

1. Log into your NDE Portal account and click on the “Helpdesk Request” in the upper right hand corner. Fill in the information for your question. Click Submit.
2. Send an email to: ADVISERHelp@nebraskacloud.org (NOTE: This is a NEW email address) Include your full name, organization, a detail description of your question, alternate contact and phone number. This email will automatically create a ticket.
3. Call Toll Free: 888-285-0556 – **This is a Voicemail line ONLY.** Leave your full name, organization, call back number and a brief description of your question.

The Helpdesk Request and email to ADVISERHelp@nebraskacloud.org are the fastest ways to get your questions to the Helpdesk. All questions are answered in the order in which they are received.

NDE Bulletins: Past and Present:

Current and past NDE Bulletins can be found at <https://www.education.ne.gov/bulletins>. We will also continue to send the bulletin out via e-mail.

Denise Schuyler

Data, Research, and Evaluation - NDE IT Helpdesk Specialist



Helpdesk: 888-285-0556 – ADVISERHelp@nebraskacloud.org

Email: denise.schuyler@nebraska.gov